



Memphis and Shelby County Office of Planning and Development

CITY HALL 125 NORTH MAIN STREET-SUITE 468 MEMPHIS, TENNESSEE 38103-2084 (901) 576-6619

APPLICATION FOR SUBDIVISION MINOR MODIFICATION/PLAT REVISION APPROVAL

Date: _____

Case #: _____

PLEASE TYPE OR PRINT

Name of Development: _____

Property Owner of Record: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip _____

Property Owner E-Mail Address: _____

Applicant: _____ Phone # _____

Mailing Address: _____ City/State: _____ Zip _____

Applicant E-Mail Address: _____

Representative: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip _____

Representative E-Mail Address: _____

Engineer/Surveyor: _____ Phone # _____

Mailing Address: _____ City/State: _____ Zip _____

Engineer/Surveyor E-Mail Address: _____

Plat Street Address Location: _____

Inside of Memphis City Limits Yes No

Inside of Memphis 3 Mile Jurisdiction Yes No

Unincorporated Shelby County Yes No

City of Reserve Area Yes No

Distance to nearest intersecting street: _____

	Parcel 1	Parcel 2	Parcel 3
Existing Zoning:	_____	_____	_____
Existing Use of Property	_____	_____	_____
Requested Use of Property	_____	_____	_____
Number of Acres: _____	Number of Lots: _____	Minimum Lot Area: _____	
Deed Instrument # (s): _____	Please attach a copy of all deeds.		
Proposed Electrical Distribution Method: _____	Overhead _____	Underground _____	

Description of and justification for request (See Sec. 9.7.9 of the UDC for descriptions of items eligible for minor modifications and administrative plat revisions):

**GUIDE FOR SUBMITTING APPLICATION FOR
SUBDIVISION MINOR MODIFICATIONS AND PLAT REVISIONS**

- A. The existing recorded or approved Subdivision Plat shall be changed to illustrate the proposed modification(s). Modifications can be made to the original mylars or new mylar sheets may be generated to supplement the original mylar sheets.
- B. Any changes on the plat are to be noted with a Delta Symbol at the place of change with a number placed inside each Delta Symbol to note the latest re-recording. For example, a plat being re-recorded for the first time will contain Delta Symbols with a “1” inside the symbol. Subsequent re-recordings will include sequential numbering (ex. “2” for the second re-recording of the plat, etc.)
- C. The Delta Symbols are to be placed on the plat more specifically as follows:
 - a. By each title block on each sheet of the plat;
 - b. By each graphic or text change to the plat;
 - c. By each certificate added to the plat;
 - d. By the OPD Re-recording Statement.
- D. Any graphic or dimensional changes are to be at an engineering scale.
- E. The OPD Re-recording Statement shall clearly define the purpose of the plat re-recording.
- F. An Owner’s Certificate, Notary’s Certificate, and Engineers/Surveyor’s Certificate (where applicable) shall be provided to certify the changes being made on the re-recorded plat.
- G. The applicant shall submit the plat mylars and three unfolded paper copies with the information above to the Office of Planning and Development. Accompanying the plat will be a check in the amount of \$150 payable to the Office of Planning and Development and a check in the amount of \$17 payable to the Shelby County Register. A re-recording may also require a sign off by the City or County Engineering Offices who may charge a separate fee.